

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1423

**TITLE:** BUSINESS TAX SPECIALIST I

**GRADE:** S-18

**DEFINITION:**

Under close supervision, to perform technical and analytical duties of increasing difficulty in the audit of business tax and license liability; and to do related work as required.

**TYPICAL TASKS:**

Assists in performing research into various factors that affect tax liabilities of businesses, e.g., type, size, location, gross receipts, capital investments, and equipment inventories;

Under close supervision makes audits of specific business firms to assess their accounts as to taxes and/or licensing;

Assists in negotiating differences with business representatives in order to resolve as many as possible;

Participates in assessing the market value of mobile homes, office and construction trailers;

Applies appraisal techniques to conform with legislative changes and insure uniform assessments of personal property subject to County taxation;

Contacts other agency staff to obtain necessary data;

Writes reports on assessments or studies made.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of accounting and management principles;

Ability to gather, analyze and present data;

Ability to maintain effective relationships with business representatives and other public officials;

Ability to write and to speak effectively.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following: Completion of college courses in accounting, business administration or related field.

ESTABLISHED: July 1977

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